



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

August 1, 2002

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-10

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Fax Number Changes

Since our move to the Claiborne Building, fax numbers for certain units of the Office of State Uniform Payroll had to be changed. Correspondence and/or documents should now be faxed to the following numbers:

(225) 219-4432 Garnishment Administration Unit
All garnishment related documents

(225) 219-4432 Benefits and Financial Administration Unit
Miscellaneous vendor correspondence,
EFT Bank Reversal Requests
ISIS HR Reversal and Replacement Forms
Stop Payment Requests
Aged Outstanding Check Reporting

(225) 342-1650 Wage and Tax Administration Unit
Correspondence relating to issues involving federal and state
taxes, retirement, tax shelters, W-2 problems and deceased
employees
Requests for duplicate W-2s

(225) 342-1650 Administrative Staff
Direct Deposit Waiver Requests
Miscellaneous Correspondence

Please refer to the OSUP website at <http://www.doa.state.la.us/osup/osup.htm> for additional information.

JWC:BY:kmb